

Business Case Workbook Checklist

Instructions

Version 1.0 • 31 DEC 2012



Business Case Workbook Checklist Version History

Current Framework tools are available on the Framework Web site.

Release Date	Description
31-Dec-2012	Version 1.0 Instructions and Template released. Release reflects change recommended and approved by DIR (Change request 69).

Contents

Introduction 1

Use of the Business Case Checklist 1

 Overview 1

 Applicability 1

 Governance and Scope 2

Section I: Deliverable Information 2

Section II: Review Criteria 2

Introduction

Government decision makers must use limited resources wisely and at the same time respond to ever-increasing demands for improved performance and new technology. These competing demands continue to generate close scrutiny of proposals for new technology investments. In addition, high-profile system failures have raised concerns about why these investments so often fail to live up to business expectations.

The Business Case Workbook is included as part of the Texas Project Delivery Framework (Framework) to establish a consistent method for analysis and selection of business solutions based on alignment with agency goals and objectives. The Business Case Workbook is a detailed investment analysis tool that considers quantitative and qualitative evaluation factors that underlie selection of a business solution.

The Business Case Workbook Checklist (checklist) contains a plain language summarized list of requirements for the Business Case Workbook deliverable. The checklist is based on existing Framework guidance and the Business Case and Business Case Workbook Instructions.

Use of the Business Case Workbook Checklist

Overview

Within the Framework, the Business Case Workbook is a key deliverable of the Business Justification review gate. Many Business Case Workbook deliverables submitted to the QAT do not meet requirements for format or content specified in Framework guidance or Business Case and Business Case Workbook Instructions.

Use of the Business Case Workbook checklist will enhance the quality of deliverables produced by agencies. As a result, a Business Case Workbook deliverable will be more likely to contain information specified within the instructions and be consistent with other project deliverables. When submitted Business Case Workbook deliverables are aligned with quality objectives, they are likely to result in approval of projects and/or deliverables by the QAT.

Applicability

A Business Case Workbook must be developed in conjunction with a Business Case and submitted to the Quality Assurance Team (QAT) for any project classified as a major information resources project, and for certain major contracts. Agencies must resubmit the Business Case and Business Case Workbook to the QAT if the project cost increases more than 10%.

Therefore, a Business Case Workbook Checklist must be used for any project for which a Business Case and Business Case Workbook must be developed and submitted or resubmitted to the QAT.

Governance and Scope

The Business Case Workbook Checklist should be completed by the Project Manager designated for the project prior to submitting the Business Case Workbook for review and approval by required signatories.

The Project Manager has responsibility for ensuring the Business Case Workbook Checklist is completed accurately based on the content of the Business Case Workbook under review and consistent with the content of the corresponding Business Case.

The Business Case Workbook Checklist should be used in conjunction with agency level governance structures and practices for review and approval of Framework deliverables.

Section I. Deliverable Information

Complete the information related to the project deliverable. Specify the Project Name, Review Date (mm/dd/yy), Agency, Deliverable Name and Version number.

Section II. Review Criteria

The Review Criteria section is divided into sub-sections. The first sub-section contains general question related to format and approval requirements for the deliverable. Based on the content of the Business Case Workbook under review, answer the questions accurately.

The remaining sub-sections are titled to correspond to the worksheets of the Business Case Workbook. The Business Case Workbook line item indicator appears in parenthesis just after the question, if applicable. Based on the content of the Business Case Workbook under review and the corresponding Business Case, answer the questions accurately.

Responses to checklist questions should be "Yes" or "No," if a question is applicable to the project. If a question is not applicable to the project, the appropriate response is "NA."

Responses of "No" and "NA" may require further examination.